

Department of State Treasurer
Teachers' and State Employees' Retirement System
325 North Salisbury Street, Raleigh, North Carolina 27603-1385

MONTHLY REPORT OF SUBJECT WAGES AND RETIREMENT CONTRIBUTIONS

Reporting Unit	Unit Code Number	
Address	For the Month of	Year

EMPLOYEES' CONTRIBUTIONS	SUBJECT WAGES	RATE	CONTRIBUTIONS
1. Wages and employee contributions for month per total of attached Form 111 -----	\$	6 %	\$
2. Adjustments for prior months. (Attach statement. See instructions on reverse) -----			
3. Adjusted totals (net of Lines 1 and 2) -----	\$		\$

EMPLOYER CONTRIBUTIONS	SUBJECT WAGES	RATE	CONTRIBUTIONS
4. Wages for month per total of attached Form 111 -----	\$	%	\$
5. Adjustments for prior months. (Attach statement. See instructions on reverse) -----			
6. Adjusted totals (net of Lines 4 and 5) -----	\$		\$

TOTAL CONTRIBUTIONS	TOTAL
7. Total amount due (sum of Lines 3 and 6) -----	\$

Submit Form 111S in duplicate along with the original Form 111 and your remittance. Make checks payable to the Teachers' and State Employees' Retirement System and mail to the address above.

Both the employee and employer contributions are due in the Raleigh offices of the Retirement System no later than the fifth State government working day of the month succeeding the month for which the contributions are required. Contributions received after the fifth State government working day of the month are delinquent. Effective March 1, 1992, a penalty must be paid by the employer on account of delinquent employee and employer contributions equal to 1% of total contributions due with a minimum of \$25.00 per month. **DO NOT REMIT PENALTY UNTIL NOTIFIED.**

I hereby certify this report is a true statement of all wages paid to and retirement deductions of members of the Retirement System by this unit during the month stated.

Signature	
Date	Telephone Number

INSTRUCTIONS

- Line 1.** Include **all** wages derived from public funds which are earned by a member for service as an employee in the unit for which he is performing full-time work together with appropriate contributions for these wages. These amounts must be the same as the totals shown on Monthly Report Form 111.
- Line 2.** All adjustments for errors involving wages or deductions, **within the same calendar year**, will be made in the Monthly Summary Report Form 111S for the month following discovery of the error. If the adjustment involves an **individual's** wages and/or deductions, also attach a supplemental Monthly Report Form 111 showing the individual's name, social security and active retirement numbers, and amount of adjustment.
- Contact the Retirement System for adjustment of errors involving wages or deductions occurring in preceding calendar years.
- When an error is discovered by the Retirement System, the reporting unit will be notified by form letter. The next Monthly Summary Report should show the required adjustment with a copy of our letter attached.
- When an error is discovered by the reporting unit, the required adjustment should be made on the next Monthly Summary Report and a written explanation attached.
- Line 3.** Insert net totals of Lines 1 and 2.
- Line 4.** Insert wages of all employees from Monthly Report Form 111. Multiply the amount of these wages by the employer rate and show the result.
- Line 5.** See instructions for Line 2.
- Line 6.** Insert net totals of Lines 4 and 5.
- Line 7.** Insert sum of Lines 3 and 6.